

ENC 1101 Freshman I Syllabus Template

Your course instructor will provide you with an extended version of this course syllabus.

Course Information

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| Course Title: | Freshman English I |
| Course ID: | ENC 1101 |
| CRN: | |
| Course Description: | (The course description can be found below) |
| Term and Year: | |
| Course Modality: | F2F and Online |

Instructor Information

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|-----------------------|--|
| Name: | |
| Department: | Humanities |
| Campus: | |
| Office Hours: | (Office hours are posted by all faculty) |
| Phone Number: | |
| Email: | |
| Communication Policy: | (All communication is through established protocols) |

Required Textbook, Supplemental Materials, and Technology

Kennedy, X.J, Dorothy M. Kennedy, and Marica F. Muth. *The Bedford Guide for College Writers with Reader, Research Manual, and Handbook*. 12th ed. Boston. Bedford/St. Martin's, 2020.

Supplemental Materials:

MLA Handbook PDF (located in the course content)

Technology, Technological Skill Requirements, and Acceptable File Formats

Course Description:

You will study the forms of discourse, as illustrated in contemporary and traditional essays, selected to train you in methods of forceful expression, logical thinking, and intelligent reading, skills that will serve you well in many of your other college classes. Your intensive study and practice in the mechanics of composition will support your writing of essays and a research paper. You will read essays from authors of different backgrounds to widen your cultural perspective and support a multi-cultural attitude. You will be required to demonstrate college-level English skills through multiple assignments and earn a grade of C or higher in this course.

Collegewide Student Learning Outcomes

This course supports the following College-wide Student Learning Outcomes (SLO-CoWs):

1. Students will demonstrate the ability to communicate (read, write, speak, and listen) effectively.
2. Students will demonstrate the ability to reflect, analyze, synthesize and apply knowledge.
3. Students will demonstrate the ability to find, evaluate, organize, and use information.
4. Prepare students to participate actively as informed and responsible citizens in social, cultural, global and environmental matters

Course Outcomes

Upon successful completion of this course, you should be able to:

1. Write an efficient and comprehensive thesis statement
2. Organize ideas effectively in a written format possibly including the following organizational patterns: narrative, descriptive, definition, exemplification, comparison and contrast, persuasive, process analysis, classification, and cause and effect
3. Develop cohesive and unified paragraphs
4. Write effective sentences in standard English
5. Write an effective research paper using proper documentation, usually MLA, to avoid plagiarism
6. Practice using research tools
7. Evaluate the authority and credibility of source material in different formats, such as web, database, and print
8. Practice evaluating arguments, including inductive and deductive forms, and learn informal logical fallacies

Technology, Technological Skill Requirements, and Acceptable File Formats

Technology Requirements:

Students will need access to a computer with high-speed Internet, audio and video capability. Use of Microsoft Office Suite 2007 or newer is required. Students who use a Mac do so at their own discretion, and all students must purchase the appropriate software to be compatible with PCs and the Brightspace course management system. Students should also have a USB key/flash drive for storage of all submitted work. All students need knowledge of file management, e-mail, attachments, word processing, and Internet search processes. Each student is required to be self-motivated and be current on reading assignments and course activities to maximize the overall learning experience as well as function in the online environments. The Brightspace course management system represents the primary source of interactions with the instructor and fellow classmates. Therefore, students are required to complete assignments in a timely and consistent manner in this online environment. Assignment due dates and times are firm and are not subject to negotiation. Students must use the Brightspace e-mail system to communicate with the SFSC community. All of this is available on the SFSC campus by accessing the computer labs in the Library.

In addition, any problems that students may have with their own computer systems are not the responsibility of SFSC or the instructor. This class is a Brightspace course; this means that all assignments are Brightspace/Internet based and require regular interface with these environments. It is the student's responsibility to be prepared and capable of functioning in these technological environments. As such, claims that assignments could not be completed on time because of computer problems, Internet access issues, etc. will not be relevant.

The only instances that assignment deadlines may be extended is if there are Brightspace system-wide problems, weather issues, or other systemic problems. Alerts of this nature will be sent to students via Blackboard Connect. Nevertheless, students are responsible for the working function of their own computers, printers, and internet services and for getting their assignments completed and submitted ON TIME and in the appropriate format.

Grading Policy and Late Work:

All evaluated written assignments for this class will be kept by the student. Students should keep their original copies of written work that they submit for grading. Work will not be accepted for grade credit after the last day of regular classes for the semester. Students who do not obtain at least a grade of

“C” will receive no college credit for this course. Student grades will be recorded on Brightspace; as such, it is students’ responsibility to keep track of their grades. This course used weighted grades. This video explains how weighted grades work: <https://www.youtube.com/watch?v=1WJT-ckF6PU&t=387s>

All work submitted for evaluation must be a finished product. In other words, it must be free of errors, including spelling, structural, and grammatical. Because writing is a recursive process--one which includes much revision--the student should expect to write several drafts of each paper before it is ready for final evaluation. All written work must be submitted in a timely manner. Because this is a writing-intensive course, your instructor will need much time to grade written work. However, your instructor will have your written work graded and returned to you within two weeks.

Late work, including late submission, resubmissions, or corrected files, is not accepted. Exclusions to this policy include students who have registered a documented illness, injury, or personal hardship with the Dean of Student Services, who will contact the instructor.

Student Assessment

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| Short Essays and Paragraph: | 30% |
| Online Homework: | 10% |
| Research Paper: | 30% |
| Research Notebook: | 20% |
| Quizzes: | 10% |
| TOTAL: | 100% |

(Grading policies may vary according to the instructor)

Assignment Descriptions

Short Paragraph, Illustration/Exemplification Essay, and Argument Discussion Bard

These shorter writing assignments vary in length and must be typed, double-spaced, using MLA format (see *The Bedford Guide for College Writers* for specific formatting instructions). Specific information such as topics and research requirements are listed under “Content” in Brightspace. As part of the writing process, you will submit your rough drafts to me in the assigned Dropbox. I will look over your illustration/exemplification essay and provide feedback. Please note that providing feedback is not the same as “proofing” your paper. You may visit the TLC on the main campus or you may access Smarthinking Link located in the course’s navigation bar. I also strongly encourage you to engage in peer editing of your essays. All short paragraphs and essays will be graded using the rubrics associated with those assignments, and these rubrics can be found on the second page of the assignment directions under “Content” in Brightspace. All essays must be written using the third person point of view and follow MLA formatting guidelines. **The final drafts of all essays will be submitted to Turn It In via the Brightspace dropboxes. Do not create a Turn-It In account. Online homework includes all check quizzes, discussion boards, and vocabulary assignments.** Specific instructions for these assignments are located on the content section of the course. The argument assignment will be in interactive discussion that will take place in the “discussion” area of Brightspace. Specific directions for this assignment can be found here as well. While this is a discussion, it should be treated as a formal paper, for it will be graded as such. This assignment will count as an essay grade, so it is very important that you adhere to the dates posted online and on the syllabus. **Once this discussion closes, you will not be able to access it, and you will receive a grade of “0”, which will typically result in your grade being lowered by one letter grade.**

Online Homework

Online homework includes all check quizzes, discussion boards, and vocabulary assignments. Specific instructions for these assignments are located on the content section of the course.

The Research Paper

The Research Paper should be a minimum of 750 words and no longer than 1,100 words, typed, double-spaced, and use MLA formatting (See *The Bedford Guide for College Writers* for formatting guidelines). You will select your topic, but it must be approved by the instructor. It is strongly encouraged that the student selects a topic in which he or she is interested but that the topic is academically researchable. The paper will include a minimum of three (3) sources, the use of parenthetical citations, and a works cited page. Because this paper will require much structural and grammatical revision, you are strongly encouraged to begin the paper in a timely manner. The research paper must be written using the third person point of view. Both the rough draft and final draft of the research paper will be submitted to Turn It In via the Brightspace drop boxes. Do not create a Turn It In account. Online homework includes all check quizzes, discussion boards, and vocabulary assignments. Specific instructions for these assignments are located on the content section of the course.

The Research Notebook

Writing a research paper is a process. Therefore, the purpose of this assignment is for you to go through the process in steps. You will begin with exploring social topics that interest you; then you will formulate the purpose of your research paper. Finally, you will begin “building” your research paper. Explicit instructions for the research notebook and for each of its assignments can be found under “Content” in Brightspace. All research items must be written using the third person point of view. Some of the research notebook items will be submitted to Turn It In via the Brightspace drop boxes. You do not need to create a Turn It In account. Online homework includes all check quizzes, discussion boards, and vocabulary assignments. Specific instructions for these assignments are located on the content section of the course.

Quizzes

Quizzes will be given on assigned reading selections and course content. Each quiz has a beginning and an ending due date and is timed. You will have two attempts for each quiz, and you will have seven days to complete online quizzes. Once the due date has passed, the quiz will close and you will be assigned a grade of “0” for that quiz. Be sure to consult the following course schedule for exact due dates.

(Course assignments may vary by instructor).